

C. I. G. Administrative Instructions

Approved for Release 2001/08/02 : CIA-RDP81-04728R001000140055-5

CONFIDENTIAL

1 of 1

STATINTL

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

13 June 1950

STATINTL

SUBJECT: Residence and Dependency Report

1. a. Residence and Dependency Report, Form No. 37-79, will be submitted by each employee:

(1) Who is now overseas and who was a resident of the United States, its territories or possessions, at time of employment by the U. S. Government.

(2) Who is ordered overseas on either temporary duty or permanent change of station.

(3) Whenever a change in legal residence, marital or dependency status of employee indicated in (1) and (2) above occurs.

b. Assistant Directors and Staff Chiefs having jurisdiction over reporting employees are responsible for obtaining the required reports.

2. The forms will be completed in triplicate and distributed as follows:

a. Original to Personnel or Employees Division as applicable.

b. Copy to office of appropriate Assistant Director or Staff Chief.

c. Copy to Fiscal or Finance Division as applicable.

3. The requested information is important in determining travel expenses allowable in connection with leave at government expense, return to residence upon separation, and in determining transportation expenses allowable in connection with shipment of remains of employee or member of family.

STATINTL

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]
Acting Executive

DISTRIBUTION: A.

DRAFT

22 May 1950

MEMORANDUM FOR: _____

FROM : Management Officer

SUBJECT : Draft of Proposed Administrative Instruction

1. There is reproduced below a revised draft of a proposed Administrative Instruction covering submission of residence and dependency reports by employees.
2. The draft and the attached form No. 37-79 have been revised based on recommendations received in response to our previous request of 24 April 1950.
3. Request that your concurrence or comments be forwarded to this office on the attached sheet by 2 June 1950.

STATINTL

Encl: Copy of form No. 37-79

New number
ADMINISTRATIVE INSTRUCTION
NO. _____

13 June 1950

SUBJECT: Residence and Dependency Report

STATINTL

1. a. Residence and Dependency Report Form No. 37-79 will be submitted by each employee:

- (1) Who is now overseas and who was a resident of the United States at time of employment by the U. S. Government. *in its Territories or possessions*
- (2) Who is ordered overseas on either temporary duty or permanent change of station.
- (3) Whenever a change in legal residence, marital or dependency status of employee indicated in (1) and (2) above occurs.

JUN 1 1950


b. Assistant Directors and Staff Chiefs having jurisdiction over reporting employees are responsible for obtaining the required reports.

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- b. Copy to office of appropriate Assistant Director or Staff Chief.
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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:


Acting Executive

STATINTL

Coordination Page:

DATE: 31 May 1950

MEMORANDUM FOR: Management Officer

FROM

: Assistant Director, Special Operations

SUBJECT

: Draft of Proposed Administrative Instruction

1. This office concurs with the draft of Administrative Instruction re Residence and Dependency Report, dated 22 May 1950.
2. Comments:

Concur.



STATINTL

-3-

MAY 31 1950

CONFIDENTIAL

Coordination Page:

DATE: 24 May

MEMORANDUM FOR: Management Officer

FROM : OPC

SUBJECT : Draft of Proposed Administrative Instruction

1. This office concurs with the draft of Administrative Instruction re Residence and Dependency Report, dated 22 May 1950, *provided it*

~~2. Comments:~~

*is not applicable to stop agents and cannot
under deep cover -*

25X1A


Signature

C-5-114 / OPC

-3-

CONFIDENTIAL

Coordination Page:

DATE: 29 May 1950

MEMORANDUM FOR: Management Officer

FROM : Asst. Director for Operations

SUBJECT : Draft of Proposed Administrative Instruction

1. This office concurs with the draft of Administrative Instruction re Residence and Dependency Report, dated 22 May 1950.

2. Comments:

None.

STATINTL



GEORGE G. CAREY

Coordination Page:

DATE: _____

MEMORANDUM FOR: Management Officer

FROM :

Bers

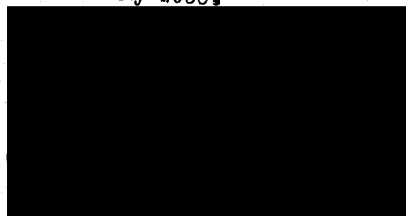
SUBJECT :

Draft of Proposed Administrative Instruction

1. This office concurs with the draft of Administrative Instruction re Residence and Dependency Report, dated 22 May 1950.

2. Comments:

Concur



STATINTL

Signature _____

25X1A

UNCLASSIFIED RESTRICTED CONFIDENTIAL SECRET (SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)			
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO		INITIALS	DATE
1	Management Officer		
2	Room 144-South		
3			
4			
5			
FROM		INITIALS	DATE
1	C/SSS		6/7/50
2			
3			

☐ APPROVAL
☐ ACTION
☐ COMMENT
☐ CONCURRENCE

☐ INFORMATION
☐ DIRECT REPLY
☐ PREPARATION OF REPLY
☐ RECOMMENDATION

☐ SIGNATURE
☐ RETURN
☐ DISPATCH
☐ FILE

REMARKS: what few comments on proposed instruction are attached.

SECRET

CONFIDENTIAL

RESTRICTED

UNCLASSIFIED

FORM NO. 30-4
SEP 1947

UNCLASSIFIED RESTRICTED CONFIDENTIAL SECRET (SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)			
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO		INITIALS	DATE
1	C/SSS		
2			
3			
4			
5			
FROM		INITIALS	DATE
1	CC/PSD		
2			
3			

☐ APPROVAL
☐ ACTION
☐ COMMENT
☐ CONCURRENCE

☐ INFORMATION
☐ DIRECT REPLY
☐ PREPARATION OF REPLY
☐ RECOMMENDATION

☐ SIGNATURE
☐ RETURN
☐ DISPATCH
☐ FILE

REMARKS: Concur in Director as written.

SECRET

CONFIDENTIAL

RESTRICTED

UNCLASSIFIED

FORM NO. 30-4
SEP 1947

UNCLASSIFIED		RESTRICTED		CONFIDENTIAL		SECRET	
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)							
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP							
TO		INITIALS	DATE				
1	C/CED 1602-L						
2	<div style="background-color: black; width: 100px; height: 20px;"></div>	MS.					
3	Chief Special Support Staff.						
4							
5							
FROM		INITIALS	DATE				
1	C/SSS						
2							
3							

☐ APPROVAL
☐ ACTION
☒ COMMENT
☒ CONCURRENCE

☐ INFORMATION
☐ DIRECT REPLY
☐ PREPARATION OF REPLY
☐ RECOMMENDATION

☐ SIGNATURE
☐ RETURN
☐ DISPATCH
☐ FILE

REMARKS: To be returned to
C/SSS by Wednesday,
31 May.

SECRET

CONFIDENTIAL

RESTRICTED

UNCLASSIFIED

FORM NO. 80-42
SEP 1947

(over)

STATINTL

CONFIDENTIAL

Concur.

It will be necessary to issue special instructions to individuals overseas who complete form in prison. However, these will be isolated cases and can be handled on an 'individual case' basis.

MR.

TRANSMITTAL SLIP		
TO	[REDACTED]	
DATE	7 June	
BU/L	[REDACTED]	
ROOM NO.	[REDACTED]	
REMARKS:		
ED concurs.		
FROM:		
BUILDING	ROOM NO.	EXTENSION
FORM NO. 36-8	SEP 1946	

STATINTL

Coordination Page:

DATE: 7 June 1950

MEMORANDUM FOR: Management Officer

FROM : Chief, Special Support Staff

SUBJECT : Draft of Proposed Administrative Instruction

1. This office concurs with the draft of Administrative Instruction re Residence and Dependency Report, dated 22 May 1950.
2. Comments;

STATINTL

JUN 8 1950

22 May 1950

DRAFT

originated by
SSS

MEMORANDUM FOR: _____

FROM : Management Officer

SUBJECT : Draft of Proposed Administrative Instruction

1. There is reproduced below a revised draft of a proposed Administrative Instruction covering submission of residence and dependency reports by employees.
2. The draft and the attached form No. 37-79 have been revised based on recommendations received in response to our previous request of 24 April 1950.
3. Request that your concurrence or comments be forwarded to this office on the attached sheet by 2 June 1950.

Encl: Copy of form No. 37-79

STATINTL

ADMINISTRATIVE INSTRUCTION
NO. _____

STATINTL

SUBJECT: Residence and Dependency Report

1. a. Residence and Dependency Report Form No. 37-79 will be submitted by each employee:
 - (1) Who is now overseas and who was a resident of the United States at time of employment by the U. S. Government. *+ its permanent*
 - (2) Who is ordered overseas on either temporary duty or permanent change of station.
 - (3) Whenever a change in legal residence, marital or dependency status of employee indicated in (1) and (2) above occurs.

b. Assistant Directors and Staff Chiefs having jurisdiction over reporting employees are responsible for obtaining the required reports.

2. The forms will be completed in triplicate and distributed as follows:

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3. The requested information is important in determining travel expenses allowable in connection with leave at government expense, return to residence upon separation, and in determining transportation expenses allowable in connection with shipment of remains of employee or member of family

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:


Acting Executive

STATINTL

Coordination Page:

DATE: _____

MEMORANDUM FOR: Management Officer

FROM :

SUBJECT : Draft of Proposed Administrative Instruction

1. This office concurs with the draft of Administrative Instruction re Residence and Dependency Report, dated 22 May 1950.

2. Comments:

Adm Staff does not need Marital Status.

NO need for T/DY to use this form.

Ch. A/S say T/DY in death cases how provide name of Body & report.

STATINTL

Signature _____

AD

RESIDENCE AND DEPENDENCY REPORT

INSTRUCTIONS: Submit in triplicate when ordered overseas and whenever designated place of residence or marital or dependency status changes. **IMPORTANT** in determining travel expenses allowable in connection with leave at Government expense, return to residence upon separation, and in determining transportation expenses allowable in connection with shipment of remains of employee or member of family.

NAME OF EMPLOYEE

RESIDENCE DATA

PLACE OF RESIDENCE WHEN APPOINTED TO SERVICE LAST PLACE OF RESIDENCE IN CONTINENTAL U.S. (IF APPOINTED ABROAD)

PLACE IN CONTINENTAL U.S. DESIGNATED PERMANENT OR LEGAL RESIDENCE

MARITAL STATUS

☐

SINGLE

PLACE OF MARRIAGE

DATE OF MARRIAGE

☐

MARRIED

PLACE OF DIVORCE DECREE

DATE OF DIVORCE DECREE

☐

DIVORCED

PLACE SPOUSE DIED

DATE SPOUSE DIED

☐

WIDOWED

MEMBERS OF FAMILY (DEPENDENTS ONLY)

IDENTIFICATION OF MEMBERS OF IMMEDIATE FAMILY	RELATIONSHIP	DATE OF BIRTH

Separated

DATE

SIGNATURE

FORM NO. 37-79
MAY 1960

Coordination Page: 1

DATE: 25 May 1950

MEMORANDUM FOR: Management Officer

FROM : Chief, Inspection and Security Staff

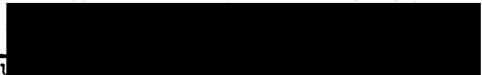
SUBJECT : Draft of Proposed Administrative Instruction

1. This office concurs with the draft of Administrative Instruction re Residence and Dependency Report, dated 22 May 1950.

2. Comments: None. This is based on the premise that the A.I. pertains to overt or semi-covert personnel only.

STATINTL

Signature


SHEPHERD EDWARDS
Colonel, GSC